



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCICOMO 5041.1
CIG
AUG 26 2013

MARINE CORPS INSTALLATIONS COMMAND ORDER 5041.1

From: Commander
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO 5040.6H, Marine Corps Readiness Inspections and Assessments
(b) MCO 5400.54
(c) MCO 1700.23E, Request Mast
(d) MCICOMO 1700.1, Request Mast
(e) SECNAV-M 5210.1, Records Management Manual

Encl: (1) List of Inspectable Functional Areas
(2) Inspector's Letter to Review Corrective Action Report
(3) Inspection Survey Questionnaire
(4) Guidelines for Troop Oriented Inspections
(5) Functional Area Inspector's Guidance to Complete Inspection Report
(6) Functional Area Inspector's Report
(7) Functional Area Inspector's Review Certification of Corrective Action Report
(8) Guidelines for Inspection Team Members
(9) Corrective Action Report Cover Letter
(10) Corrective Action Report

1. Situation. Reference (a) establishes the Marine Corps Command Inspection Program (CIP) and delegates inspection authority to the Marine Corps Installations Command (MCICOM) Regional Commanding Generals (CGs). Reference (b) establishes MCICOM's command responsibilities. The MCICOM Command Inspector General (CIG) will conduct inspections of Marine Corps Installations East (MCIEAST), Marine Corps Installations West (MCIWEST), Marine Corps Installations Pacific (MCIPAC), and Marine Corps Installations National Capital Region (MCINCR).

2. Mission. This Order outlines philosophies, responsibilities, policies, and procedures for the CGIP within MCICOM as directed by guidance in references (a) and (b). MCICOM major subordinate commands with established CGIPs will conduct their local CGIP. CIG, MCICOM will conduct inspections of CGIPs and other functional areas, as required, using the Functional Area Checklists. CIG, MCICOM will also conduct CGIP inspections of MCICOM staff sections and Marine Barracks Washington.

a. Background. Inspections reinforce the importance of combat readiness, evaluate critical areas essential for mission performance, ensure compliance with regulations and policy, and serve as a tool for commanders to assess their units. This ensures that the unit is promoting morale, economy, efficiency, effectiveness, and professionalism, while preventing and detecting fraud, waste, mismanagement, discrimination, sexual harassment, and related improprieties. Inspections conducted by external agencies and higher headquarters six months prior to a Commanding General's Inspection (CGI) may be considered suitable replacements for that CGI functional area. However,

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

those inspection results and any corrective action taken may be subject to a review by the functional area inspector.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CGIP will be used as a means to gauge and enhance the command's readiness at all levels. This Order will serve as the guiding influence for the CGIP.

(2) Concept of Operations. The CIG will implement, administer and provide oversight to the CGIP per references (a) and (b), and this Order. MCICOM will conduct inspections of its subordinate regions. The MCICOM regional commands will inspect their assigned and supported bases and stations.

(a) Types of Inspections. The CGIP consists of a formal or graded CGI, informal or not graded staff assist visits, and other inspections conducted by external agencies and higher headquarters.

(b) Philosophy. The philosophy of the inspections conducted by the CIG will be to evaluate, train, and assist the inspected unit. As discrepancies are identified during an inspection, members of the inspected unit will be educated on the proper procedures to correct the problem area(s). The grade assigned by the inspectors will reflect those discrepancies identified upon arrival at the unit. Any discrepancy that was identified and then corrected during the conduct of the inspection will be reported to the CIG as corrected and no further evaluation will be required. Whenever possible, the CGIP capitalizes on external and higher headquarters inspections or audits to satisfy inspection requirements such as:

1. Inspector General of the Marine Corps (IGMC) Command Inspection Program (CIP). The IGMC conducts a command inspection on a triennial basis to assess the overall effectiveness of a command's CGIP. The IGMC also hears Request Mast petitions per references (c) and (d), assesses items of special interest to the Commandant of the Marine Corps (CMC) and/or high visibility programs, and reviews this command's inspection reports and corrective actions taken.

2. Marine Corps Administrative Analysis Team (MCAAT) Audit. All MCICOM units with a Reporting Unit Code will receive a biennial MCAAT audit. Additionally, certain staff sections with financial related and order writing responsibilities for government travel will receive a biennial MCAAT audit.

3. Field Supply and Maintenance Analysis Office Program (FSMAO). FSMAO analyses are conducted on a three year cycle per MCO P4400.160B.

4. Food Management Team (FMT). FMT visits, garrison and operational forces, are generally conducted on an annual basis per MCO 10110.14 (Marine Corps Food Service and Subsistence Program).

(c) Functional Area Categories. Core functional area inspections are the primary means to determine if MCICOM units are in compliance with Marine Corps policies and directives per reference (a). MCICOM Headquarters,

MCIEAST, MCIWEST, MCIPAC, MCINCR and their bases and stations will receive applicable functional area inspections as listed in enclosure (1) for the formal CGI.

(d) Inspection Frequency. The CGI will be on a triennial cycle (once every three fiscal years). This schedule is subject to adjustment based on operational commitments and other unplanned developments. As situations warrant, staff assist visits may also be conducted. However, that functional area may be subject to a review by the functional area inspector and corrective action taken.

(e) Focus. The unit's mission and operational readiness shall be the focus of the inspection. All inspections, whether formal or informal, will:

1. Identify root causes, particularly those beyond the capability of the inspected unit to solve.
2. Identify trends and recommend corrective measures.
3. Respect and uphold the commander's authority.
4. Foster a climate of trust and confidence.
5. Recognize excellence.
6. Be positive and provide productive learning experiences.
7. Accomplish a specific purpose.
8. Involve a critical rather than a cursory examination.
9. Complement other inspection activities and avoid duplication.
10. Measure performance against a standard.
11. Capture and disseminate lessons learned in a written report.
12. Be held to a minimum regarding the number, frequency, and types of inspections.
13. Include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

(f) Notification. Following the guidance in reference (a), CGIs (excluding staff assist visits) will be "no notice/short notice" (approximately 5 working days) inspections to provide a candid, more accurate assessment of a unit's performance, and also eliminate tedious inspection preparations that are costly in time and effort.

(g) Staff Assist Visit. The CIG, MCICOM will not normally conduct Staff Assist Visits unless significant circumstances warrant such a visit. An internal inspection program or coordination with other commands are alternative measures that should be utilized.

b. Tasks

(1) MCICOM Command Inspector General

(a) Serve as the overall coordinator of the CGIP and as the head of the inspection team. Maintain oversight of all inspections conducted on MCICOM units. Develop and implement the CGIP within MCICOM.

(b) Announce COMMCICOM's intent to inspect a unit not earlier than five working days prior to the scheduled inspection date. Ensure that items of special interest (e.g., discrimination, sexual harassment, sexual assault, hazing prevention, Request Mast procedures, environmental issues, safety, quality of life, Body Composition Program, performance evaluation reporting, etc.) to CMC/CGs are briefed and reviewed as part of the CGI.

(c) Conduct pre-inspection and post-inspection meetings with CGIP team members. The pre-inspection meeting will serve as indoctrination on the principles of the CGIP. The post-inspection meeting will provide a summary of the results of the CGIP, and capture lessons learned.

(d) Conduct inspection in/outbriefs with commanders and staff section heads and their key personnel as appropriate.

(e) Provide a written Inspection Report to the inspected unit.

(f) Ensure re-inspections are performed on any unit that previously had significant findings or received a grade of Non-Mission Capable in one or more functional areas.

(g) Provide a summary of inspection results to COMMCICOM.

(h) Ensure all required corrective action is completed within reporting guidelines. Utilize enclosure (2) to request certification of the Corrective Action Report.

(i) Receive and review reports of corrective action; maintain reports of corrective action for follow-up reviews for six years per Part III, Chapter 5, paragraph 5040.2 of reference (e).

(j) Deliver an Inspection Survey Questionnaire, enclosure (3), for completion by the inspected unit.

(k) Conduct Command Climate visits as directed by the COMMCICOM.

(l) Conduct a Physical Fitness Test, Uniform and Color Guard Inspection of the inspected unit when required, per enclosure (4) and applicable references.

(m) Develop a not-to-be-released-for-publication inspection schedule and a budget based on the schedule.

(n) Coordinate the inspection visit with the inspected unit as appropriate and provide details of the in-brief procedures.

(o) Recognize superlative performers in the form of Commander's coin for presentation at the outbrief.

(2) Augment Inspectors

(a) Attend all pre/post-inspection briefings.

(b) Use the IGMC Functional Area Checklists as a minimum standard when conducting inspections. Current Functional Area Checklists are updated regularly and are available through the IGMC Marine Corps web site at:

<http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>

(c) Review Functional Area Checklists under your cognizance and submit recommended changes to the checklists to the CIG, MCICOM via the respective staff department head.

(d) Assist in formulating checklists for areas that are not covered by the Functional Area Checklists. Use higher headquarters directives when developing these checklists and annotate references and paragraphs by all checklist items.

(e) Be prepared to brief the unit commander or staff department head on the functional area inspected, checklist items as appropriate to include findings and discrepancies, and recommended corrective actions.

(f) Provide a detailed Functional Area Inspection Report to the CIG, MCICOM upon completion of the inspection per enclosures (5) and (6). This will occur at the inspection location when accompanying the full inspection team. If the inspection is conducted independent of the full inspection team, deliver the report to the CIG, MCICOM upon returning to home base. Use a separate report for each functional area inspected.

(g) Provide a copy of the Inspection Report to the inspected commander or staff department head upon completion of the inspection when conducting an inspection independent of the full inspection team or when conducting a Staff Assist Visit. Provide a copy of the Inspection Report or Staff Assist Visit Report to the local CIG and to the installation commander when the independent inspection is performed on a unit covered under a local command inspection program. Use a separate report for each functional area inspected. Deliver the Inspection Survey Questionnaire, enclosure (3), to the inspected unit (not required for a Staff Assist Visit).

(h) Maintain file copies of all inspection reports, checklists, and notes.

(i) Provide concurring or non-concurring comments to the Corrective Action Report submitted by the inspected unit, per enclosure (7).

(j) Use enclosure (8) as a guide to prepare for inspections.

(3) MCICOM Assistant Chiefs of Staff/Special Staff Officers

(a) Assign primary and secondary functional area subject matter experts by name and in writing, preferably staff non-commissioned officers (SNCO) or officer and civilian equivalent, to serve as augment inspectors on the CGI Team for the functional areas under your cognizance.

(b) Provide a functional area augment inspector list to the CIG with updates when changes occur.

(c) Coordinate all inspections by higher headquarters and external agencies with the CIG.

(d) Provide a copy of the results of all inspections conducted by higher headquarters and external agencies to the CIG.

(e) For functional areas under your cognizance, ensure prompt action is taken to correct deficiencies identified during inspections conducted by the CIG, higher headquarters, and external agencies, and submit the Corrective Action Report to or via the CIG per enclosures (9) and (10).

(f) Review the corrective action responses to discrepancies and findings of functional areas under your cognizance.

(g) Implement and monitor your section's internal inspection program per enclosure (1). Use the IGMC Functional Area Checklists as a basis for conducting the program.

(h) Assign an Inspection Coordinator to oversee the internal inspection program.

(4) Commanding Generals of MCIEAST, MCIWEST, MCIPAC, and Commander, MCINCR

(a) Provide the appropriate number of personnel for the individual inspection events (Personnel Inspection, Officer and SNCO Uniform Inspection, PFT, Body Composition, etc.) as prescribed by the CIG, MCICOM.

(b) Ensure prompt action is taken to correct deficiencies identified during inspections.

(c) Submit a Corrective Action Report to the CIG, MCICOM, by the date designated in the inspection report per enclosures (9) and (10). Complete and submit the Inspection Summary Questionnaire per enclosure (3).

(d) Retain inspection records/Staff Assist Visit Reports for two years or until the next inspection cycle is complete.

(e) Notify the CIG of any inspections or audits from external agencies or higher headquarters. Forward a copy of the inspection/audit results and corrective action reports to the CIG.

(f) Coordinate the schedule of events on the inspection visit with the CIG.

(g) Prepare a short command overview to brief the CIG during the in-brief. The CIG will advise on the content of the brief.

(h) Conduct inspections of assigned and supported bases and stations.

4. Administration and Logistics

a. Inspection Checklists

(1) The Functional Area Checklists are updated by HQMC functional area sponsors and maintained by the IGMC. Functional Area Checklists contain those areas, at a minimum, that should be inspected in any one functional area.

(2) Inspectors shall use inspection checklists when conducting inspections. The information contained in the Functional Area Checklists shall be the minimum criteria used for inspecting the functional areas listed. Augment inspectors are considered functional area experts and may omit inspection items from the checklists that are not applicable to the unit inspected. Augment inspectors may also add items to checklists if the additional items provide a more complete picture of the status of the inspected unit. However, no finding or discrepancy will be given to any statement added to the checklist.

(3) The CIG will provide a copy of the completed inspection report to the commander/staff department head of the inspected unit, which will form the basis for any required corrective action or refinement to successful programs. Inspectors will address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

(4) Inspectors shall review checklists for currency prior to each inspection cycle.

(5) Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with IGMC for inclusion into the checklist updates.

b. Grading System. The primary purpose of the grading system is to quantify those capabilities of the command, unit, functional area or individual being evaluated or inspected. The following grades shall be assigned:

(1) Mission Capable. The command, unit or department possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and it uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

(2) Non-Mission Capable. The command, unit or department does not possess the requisite skills, equipment, personnel, or understanding to accomplish its assigned mission, tasks, and functions; or does not use these skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(3) Not-Graded. This is primarily used for Staff Assist Visits, but can also be used if only a partial inspection is conducted, or if an inspection could not be conducted on that functional area.

c. Functional Area Grade. Each functional area will be assigned a grade of Mission Capable, Non-Mission Capable or Not-Graded. A grade of Non-Mission Capable in a functional area indicates the unit is not able to perform its mission in a specific functional area and suffers from gross program neglect. Receiving a grade of Non-Mission Capable in a functional area does not necessarily result in an overall unit grade of Non-Mission Capable. Grades will not be assigned for Staff Assist Visits.

d. Problems noted in the inspection will be categorized as follows:

(1) Findings. One or more findings normally indicate program neglect or lack of command emphasis. Though presently able to execute its assigned mission, failure to initiate and implement immediate corrective action could render the functional area non-mission capable.

(2) Discrepancies. One or more discrepancies indicate a lack of attention to detail in some degree for the functional area program administration.

e. Other comments or recommendations (not related to a finding or discrepancy) may also be made by the inspector to help improve the overall functional area program.

f. Reports. Written reports will be prepared and submitted to inform the CG and the inspected unit of the inspection results, and to direct corrective action.

(1) Functional Area Inspection Reports. The functional area inspector will submit a detailed Functional Area Inspection Report to the CIG using the guidance/format in enclosures (5) and (6).

(2) Unit Inspection Reports. When the CIG and the preponderance of inspectors are inspecting a command, the CIG shall at the completion of the inspection, submit a Unit Inspection Report to the inspected unit, using the Inspection Report format downloaded from the IGMC website. The key discrepancies and findings and recommended corrective action will be addressed in the outbrief. When only one or two functional areas are being inspected separately from the CIG's visit, or when a staff section is being inspected, the inspector of the functional area(s) must submit a report within 10 days to the CIG, in the format in enclosures (5) and (6). The inspector must also outbrief the inspected unit on the results of the inspection, recommended corrective actions and submission of the Corrective Action Report.

(3) Corrective Action Report

(a) The inspected unit will submit a Corrective Action Report per enclosures (9) and (10) by the due date stated in the Inspection Report on any finding identified in the report. The due date will normally be 30 calendar days from the date of the CIG's signature on the Inspection Report.

Discrepancies will be tracked internally by the unit's Inspection Coordinator.

(b) The CIG will review the Corrective Action Report and the Functional Area Inspector's Review Certification of Corrective Action Report to determine if the corrective action is sufficient or whether a follow-up inspection is required on any functional area that had significant findings and/or discrepancies.

(c) Any functional area receiving a grade of Non-Mission Capable will be re-inspected within 90 days from the original inspection completion date. Command Inspectors General for MCIEAST, MCIWEST, MCIPAC, and MCINCR may be tasked by MCICOM to conduct the re-inspection.

(4) Staff Assist Visit Report. The functional area inspector will use enclosures (5) and (6) upon completion of a Staff Assist Visit. This report will be given to the inspected unit and the CIG for information or corrective action, and is not considered an official accountable report. No formal Corrective Action Report is required of the inspected unit. A copy of the Staff Assist Visit Report will be maintained by both the functional area inspector and the CIG.

(5) Summary Inspection Report. After the unit reports on corrective action taken, the CIG will then prepare a Summary Inspection Report for the CG. This report will include the dates of the inspection, overall unit grade assigned, noteworthy performance, issues identified by the inspected command that are beyond their ability/resources to correct, and corrective action taken by the unit.

5. Command and Signal. This Order is applicable to all units and staff sections under the inspection cognizance of MCICOM. This Order is effective the date signed.



J. G. AYALA

DISTRIBUTION: A

<u>F/A #</u>	<u>FUNCTIONAL AREA</u>	<u>REMARKS</u>	<u>AGENCY THAT INSPECTS (1)</u>	<u>AGENCY INSPECTED (1)</u>	<u>AGENCY THAT INSPECTS (2)</u>	<u>AGENCY INSPECTED (2)</u>	<u>NOTES</u>
001	INSPECTION PROGRAM	CIG only	SPECIAL STAFF (MCICOM)	SPECIAL STAFF (REGION)	IGMC	SPECIAL STAFF (MCICOM)	
020	REQUEST MAST	Command Level	SPECIAL STAFF (MCICOM)	SPECIAL STAFF (REGION)	IGMC	SPECIAL STAFF (MCICOM)	
040	CAREER PLANNING	Command Level					
050	STAFFING/SECURITY	Installation					
051	EQUAL EMPLOYMENT OPPORTUNITY	Installation					
052	CLASSIFICATION POSITION-MANAGEMENT	Installation					
053	EMPLOYEE DEVELOPMENT	Installation					
054	LABOR/EMPLOYEE RELATIONS	Installation					
060	MARINE CORPS FORMS MANAGEMENT	1					
061	RECORDS MANAGEMENT	1					
062	GENERAL ADMINISTRATION	1					
063	PERFORMANCE EVALUATION SYSTEM	1					
065	PRIVACY ACT	1					
066	PROMOTIONS	1					
067	IDENTIFICATION CARDS	Installation					
070	PERSONNEL ADMINISTRATION	1					
071	MILITARY AWARDS	1					
075	DEFENSE TRAVEL SYSTEM	8					
080	MARINE CORPS TOTAL FORCE SYSTEM	1					
090	LEGAL ADMINISTRATION	Legal					
091	SJA LAW OFFICE/LAW CENTER	Legal					
092	VICTIM AND WITNESS LIAISON PROGRAM	Legal					
100	POSTAL AFFAIRS	1					
120	CASUALTY AFFAIRS	1					
121	SEPARATION AND RETIREMENT	Installation					
122	TRANSITION ASSISTANCE PROGRAM	Installation					
130	SAFETY	D/C Inspections					
131	MARINE CORPS FUEL FACILITIES	D/C Inspections					
140	COMBAT CAMERA PROGRAM	D/C Inspections					
150	PUBLIC AFFAIRS	Command Level					
190	EQUAL OPPORTUNITY PROGRAM	Command Level					
200	SUBSTANCE ABUSE PROGRAM	Installation					
210	VOTING PROGRAM	1					
270	INFORMATION AND PERSONNEL SECURITY	Security Manager					
280	FOREIGN DISCLOSURE	Security Manager/2					
316	FWM HOTLINE	CIG only	SPECIAL STAFF (MCICOM)	SPECIAL STAFF (REGION)	IGMC	SPECIAL STAFF (MCICOM)	
363	RANGE & TRAINING AREA MANAGEMENT	w/IGMC	G-3/5/7 (MCICOM)	G-8 (REGION)	G-3 (REGION)	OTHER	Column G is installations
405	INFORMATION SYSTEMS MANAGEMENT	6					
410	LIFELONG LEARNING	Command Level					
440	BRIGS	D/C Inspections					
450	PMO/OPERATIONS	D/C Inspections	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
460	HISTORICAL PROGRAM	Command Level	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
470	PHYSICAL SECURITY	Command Level	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
480	ANTI-TERRORISM	Command Level	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
481	OPERATIONS SECURITY	Command Level	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
490	FINANCIAL MANAGEMENT	8					
520	RELIGIOUS MINISTRY	Command Level					
561	GARRISON PERSONAL PROPERTY	4					
591	GARRISON MOBILE EQUIPMENT	4					
670	TRANSIENT QUARTERS	Installation					
680	BACHELOR HOUSING	Installation					
753	GROUND SUPPLY	4					
755	GROUND ORDNANCE	4					
760	REAL PROPERTY MAINTENANCE	GF					
761	UTILITIES MANAGEMENT	GF					
762	ENERGY CONSERVATION	Installation					
764	ENVIRONMENTAL PROGRAM MANAGEMENT	Installation					
765	FIRE PROTECTION AND EMERGENCY SERVICES	Installation	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
780	FAMILY HOUSING	Installation					
800	DISTRIBUTION MANAGEMENT	Installation					

810	EOD TECHNICAL EVALUATION	D/C Inspections	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
850	AIRCREW TRAINING		G-3 (REGION)	G-3 (REGION)			
870	AVIATION SAFETY						
875	NATOPS REVIEW						
880	AVIATION FACILITIES		G-3 (REGION)	G-3 (REGION)			
890	METEROLOGY AND OCEANOGRAPHY		G-3 (REGION)	G-3 (REGION)			
900	AIR TRAFFIC CONTROL		G-3 (REGION)	G-3 (REGION)			
910	AIRCRAFT RESCUE AND FIREFIGHTING		G-3 (REGION)	G-3 (REGION)			
920	AVIATION OPERATIONS ADMINISTRATION		G-3 (REGION)	G-3 (REGION)			
940	INSTALLATION EMERGENCY MANAGEMENT	Installation	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	*Added checklist Column G is installations
941	INTEGRATED INSTALLATION PROTECTION(CBRNE)		G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	*Added checklist; Column G is installatic
942	INTEGRATED INSTALLATION PROTECTION(PI/ID)		G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	*Added checklist; Column G is installatic
950	DETENTION SPACES	D/C Inspections	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
960	FAMILY ADVOCACY PROGRAM	Installation	G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	Column G is installations
955	CORRECTIONAL CUSTODY		G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	*Added checklist; Column G is installatic
961	EXCEPTIONAL FAMILY MEMBER PROGRAM	Installation					
963	SEXUAL ASSAULT PREVENTION & RESPONSE	Command Level					
964	NONAPPROPRIATED FUND (NAF) PERSONNEL						
965	NONAPPROPRIATED FUND PROCUREMENT						
966	MARINE CORPS FAMILY TEAM BUILDING	Installation					
967	SINGLE MARINE PROGRAM	Installation					
968	MC UNIT PERSONNEL & FAMILY READINESS	Command Level					
969	SCHOOL LIAISON PROGRAM						
970	UNIT READINESS						
980	CIVILIAN WORKFORCE AND LEADERSHIP DEVELOPMENT PROGRAM	D/C Inspections					
991	SEMPER FIT	Installation					
994	SUICIDE PREVENTION PROGRAMS	Command Level					
995	RELOCATION ASSISTANCE PROGRAM	1					
996	PERSONNEL SPONSORSHIP PROGRAM	1					
000	ENCROACHMENT MANAGEMENT		G-3/5/7 (MCICOM)	G-3 (REGION)	G-3 (REGION)	OTHER	*New checklist; Column G would be install
TOTAL		90					



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

5041
CIG

From: Command Inspector General
To: (Rank, FName, MI. LName of Functional Area Inspector)

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR (FUNCTIONAL
AREA) INSPECTION FINDINGS FOR (NAME OF UNIT)

Ref: (a) Inspection Report of (date)

Encl: (1) Corrective Action Report from (Unit) of (date)

1. Please review the enclosure to determine and certify whether the proposed/completed corrective action for the findings noted in the reference will correct the noted problem(s).

2. If you believe this corrective action will not correct the problem, provide your rationale and recommend alternative corrective action.

I. M. INSPECTOR

Enclosure (2)

INSPECTION SURVEY QUESTIONNAIRE

Unit: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dates Inspected: XX November 2012 - XX November 2012

1. Please indicate how this inspection contributed toward your unit's readiness.

2. Was the inspection thorough (e.g., were areas overlooked, do any inspection functional areas require increased emphasis, etc.)?

3. Was enough time allotted to the inspection and its various sub-elements (i.e., in-brief, functional area inspections, Request Mast, debrief)?

4. Were the instructions and recommendations provided to your Marines beneficial?

5. Was the demeanor and professionalism of the team satisfactory?

6. Was the debrief informative and complete or did questions remain unanswered?

7. Are there any issues facing your command that require assistance from higher headquarters that were not raised during the inspection? (If so, please describe in problem/discussion/recommendation format.)

8. Please provide any other comments that you feel may be pertinent to either your inspection or to the inspection process in general.

[Please return to Command Inspector General, Marine Corps Installations Command, 701 S. Courthouse Road, Arlington, VA 22204 by XX XXXXXXXX XXXX.

GUIDELINES FOR TROOP-ORIENTED INSPECTIONS

1. General. Troop-oriented events are inspected to the standards prescribed by the applicable Functional Area Checklists, modified as required by the responsible functional area subject matter expert and this enclosure.

2. Concept. The CIG will print out a report of permanent personnel assigned to the unit to determine the number of participants. Supporting documentation, i.e., leave/TAD orders, current medical chits (light/limited duty), must be presented to the Inspector for those personnel who cannot participate in the scheduled event. The following criteria will be used to select personnel for the events:

a. Physical Fitness Test (PFT) or Combat Fitness Test (CFT). PFT or CFT will be organized and conducted by the inspected unit. The PFT or CFT inspector will evaluate the unit's ability to conduct a PFT or CFT per the appropriate orders and directives. Participants will be designated by the CIG and will include 20% of assigned E-5s and below; 20% of E-6s and above and 20% of officers will be selected to take the PFT or CFT. The Commanding Officer and the Sergeant Major/First Sergeant/Senior Enlisted will participate in the PFT or CFT and will not be considered as part of the 20% sample. The number and or percentage of personnel can be changed up or down by the CIG. No substitution of selected personnel is authorized without the approval of the PFT or CFT inspector. Personnel selected for the PFT or CFT must also participate in the weigh-in. Personnel selected for the PFT or CFT and are unable to perform the entire PFT or CFT or can only do a partial test, must still do the weigh-in. Personnel unable to perform the entire PFT or CFT must bring in a non-expired medical chit for review by the PFT or CFT inspector. Some personnel in the command may also be selected by the CIG to do the weigh-in only based on information obtained from Marine Corps Total Forces Reports. The unit will conduct a weigh-in immediately after the PFT.

b. Personnel Inspection. Approximately 20% of the unit personnel (E-5 and below) will be selected to stand the Personnel Inspection.

(1) The CIG will prescribe the uniform to be worn.

(2) Current Events and BST/EST knowledge will be evaluated.

(3) The Functional Area Checklist for Personnel Inspection will be used to evaluate this portion of the inspection. The CIG will provide the grading criteria and a standard individual uniform inspection sheet to annotate the results of the personnel inspection.

(4) Marines medically excused from the PFT/CFT, PFT/CFT failures not actively assigned to the body composition program (BCP), or any other Marine that appears to exceed established height/weight/body fat standard will also be selected for inspection. These personnel are in addition to the 20% sample.

c. Officer and SNCO Uniform Inspection. Officers and SNCOs should have all required uniforms and be prepared to stand the inspection as appropriate.

(1) Officers and SNCOs/PO1s/CPOs are selected at random. Sample size is 20% of the officers and SNCOs available at the time of the inspection.

(2) Officers and SNCO medically excused from the PFT/CFT, PFT/CFT failures not actively assigned to the body composition program (BCP), or any other Marine that appears to exceed established height/weight/body fat standard will also be selected for inspection. These personnel are in addition to 20% sample.

(3) Inspection uniforms are prescribed by the CIG.

d. Color Guard. The Color Guard is inspected in the prescribed uniform, and carrying the National Ensign, and Marine Corps Colors, and service rifle. The Functional Area Checklist for Color Guard is used to evaluate the Color Guard. The unit's Color Guard may also be evaluated during any of the various ceremonies requiring a Color Guard.

FUNCTIONAL AREA INSPECTORS GUIDANCE TO COMPLETE INSPECTION REPORT

This example is to assist you in providing the Command Inspector General with a report that is in a format which is easily transferred into the Commanding General's Inspection Program. This example should also be used in providing the inspected unit a report on the functional area(s) you inspected, when you conduct an inspection separately from the Command Inspector General's visit to the unit.

Directions: Using the format contained in the Inspection Report, identify each statement number that requires input. The input (FINDINGS, DISCREPANCIES, COMMENTS, and or RECOMMENDATIONS) **MUST** be clearly associated with a statement number. There can be more than one input per statement number.

A statement should not have both a Finding and a Discrepancy.

A statement can have a Finding or a Discrepancy plus Comment and/or Recommendation.

A statement can also have no Finding or Discrepancy but only Comment and/or Recommendation.

If there is nothing to say about a statement DO NOT include that statement in the Report.

We also have the ability to identify general COMMENTS and/or RECOMMENDATIONS when there is no statement on the checklist that you can align a particular comment/recommendation to. You can have more than one general comment and/or recommendation. If you have a general input item identify it in the brief as: Statement Number (Use the three digit functional area number for the checklist, use the two digit sub-category number of where that comment should have been had a relevant statement been on the checklist. The last three digits will be used to sequential the comment within a particular sub-category of that checklist (e.g. 001 03 002), (e.g. 001 04 004), (e.g. 001 04 006)).

Please remember: normal capitalization, no underlines, no bold, and with normal punctuation.

FUNCTIONAL AREA INSPECTOR'S REPORT

Unit Inspected: Marine Corps Installation (East, West, Pacific, etc.)

Inspector Name: Col I. M. Inspector

Inspector Work Section and Phone Number: MCICOM G-4 703-256-XXXX

Date(s) of Inspection:

063 PERFORMANCE EVALUATION SYSTEM (MISSION CAPABLE)

1. Is the command tracking fitness reports to ensure they are submitted within 30 days of the end date of the reporting period to HQMC?

a. 063 00 003

b. Finding: Three out of three units inspected are not tracking fitness reports to ensure they are submitted within 30 days of the end of the reporting period. A review of late fitness reports indicated 27% of reporting officials have late reports. Of those 32 are over 90 days late.

c. Recommendation: Appoint a senior Marine to manage the PES program for each subordinate command and the headquarters. Establish a system that will track fitness reports through completion/submission to HQMC. Use the tools on the MMSB-30 website for updated information on fitness reports.

d. Reference: MCO P1610.7F, CHAP 1, PAR 1003.

2. Is the command ensuring RSs review the "Fitness Report Status" tracking system located on the MMSB website within the first 30 days the MRO is assigned to the RS and every reporting occasion thereafter?

a. 063 00 005

b. Finding: None of the units had procedures to ensure RSs reviewed the "Fitness Report Status" for newly assigned MROs or for any reporting occasion.

c. Recommendation: Appoint a senior Marine to manage the PES program. Include instructions on the use of the MMSB website during regularly scheduled training.

d. Reference: MCO P1610.7F, CHAP 2, PAR 2003.3D.

3. Does the command have a PME training program to ensure MROs, RSs and ROs are educated on the contents of MCO P1610.7F?

a. 063 00 001

b. Discrepancy: Two of three units possessed some type of training; however, the turnover and materials provided were inconsistent and did not include basic information that should be covered as outlined in this checklist. All files lacked documented training and maximum participation, with one of the unit's at 50% documented training since 2010.

Enclosure (6)

FUNCTIONAL AREA INSPECTOR'S REPORT

c. Recommendation: Ensure the PES Manager regularly schedules appropriate training on the PES process. Update training material by reviewing the PES order, the PES functional area checklist, and MMSB's website. Document all training and maintain training completion records.

d. Reference: MCO P1610.7F, CHAP 9, PAR 9005.3.

4. Are Marines being educated on their duty and responsibility to periodically review their MBSS and OMPFs to ensure that all fitness reports are accounted for?

a. 063 00 002

b. Discrepancy: Marines are not being trained on their responsibility to review their Master Brief Sheets and OMPFs via MOL.

c. Recommendation: Update training material and ensure all Marines are trained to access their MBS and OMPFs via MOL.

d. Reference: MCO P1610.7F, CHAP 9, PAR 9005.3.

066 PROMOTIONS (MISSION CAPABLE)

1. Is the unit reporting TTC 191 00 (NOT REC PROM) via MOL on or before the 15th of each month for Marines not being recommended for promotion, and is the required service record page 11 entry being typed and signed by the Marine?

a. 066 03 005

b. Finding: The Commanding Officer at Headquarters Battalion, ----- does not have the authority to certify RECs/NON-RECs for ----- Marines. The Commanding Officer of MCLB Albany, who is outside the ----- chain of command, is the current REC/NON-REC approval authority for ----- Marines based on RUC assignment, but is not completing the task by the 15th of each month. ----- Marines are still being required to sign page 11 entries at -----, resulting in inconsistencies across two commands that could impact future promotions.

c. Recommendation: ----- should request the Commanding Officer, unit delegate REC/NON-REC authority to the appropriate officer at ----- to facilitate the timely completion of RECs/NON-RECs and associated page 11s for ----- Marines.

d. Reference: PRIUM, PAR 70607; MCO P1400.32D W/CH1, PAR 2500.4; MCO P1070.12K W/CH1, PAR 4006.3F.

2. Does the command ensure that corrective action is taken to correct missing or zeroed out composite scores in a timely manner?

a. 066 02 005

Enclosure (6)

FUNCTIONAL AREA INSPECTOR'S REPORT

b. Discrepancy: A Marine's CFT was reported late, which required a manual composite score computation. This action was not completed, resulting in a potentially missed promotion opportunity for the Marine.

c. Recommendation: Establish procedures to ensure all late training is identified, composite scores are properly re-computed, and the training office is educated on the importance of the timely reporting of all training events. Implement procedures to encourage more effective communication between the S-1 and the S-3.

d. Reference: MCO P1400.32D w/Ch 1 PAR 2603/2604; PRIUM, PAR 70608.

3. Does the command ensure when a Marine is promoted to Corporal and Sergeant they are assigned promotion conduct and duty proficiency marks via MOL?

a. 066 02.007

b. Discrepancy: At two inspected units, Marines were not receiving promotion proficiency and conduct (PRO/CONS) evaluations.

c. Recommendation: Establish procedures that require the submission or completion of promotion PRO/CONS. Ten days after each promotion period verify the submission of PRO/CONS for each Marine that required marks.

d. Reference: MCO P1070.12K W/CH1, Table 4-3.

Enclosure (6)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

5041
CIG

FIRST ENDORSEMENT on CIG's ltr 5041 CIG dtd --

From: (Rank, FName, MI, LName of Functional Area Inspector)
To: Command Inspector General

Subj: CERTIFICATION OF CORRECTIVE ACTION FOR (FUNCTIONAL
AREA) INSPECTION FINDINGS FOR (COMMAND/SECTION)

1. Returned. Per the reference the proposed/completed corrective action stated in enclosure (1) will (will not) correct the noted findings, (If not, recommended alternative corrective action).

2. The corrective action should be completed by (date).

F. A. INSPECTOR

Enclosure (7)

GUIDELINES FOR INSPECTION TEAM MEMBERS

The guidelines presented in this section are not all-inclusive, and are provided to assist in promoting a relationship of trust and confidence between inspectors and command personnel. Inspection Teams will conduct reviews under the following guidelines:

1. Inspection team members will review and familiarize themselves with the AIRS Checklist for the functional area(s) they are inspecting as well as the pertinent references listed on the checklist.
2. The Command Inspector General will conduct an in/out brief with the commander or officer-in-charge of the inspected unit.
3. Provide the inspected functional area personnel an opportunity to evaluate the results of the inspections.
4. When inspecting, maintain a proper sense of perspective. Each functional area evaluated should be viewed in its relationship to the overall readiness of the unit and its ability to perform its mission.
5. Use the AIRS inspection checklists and inspect to the standards set by the Inspector General of the Marine Corps (IGMC) or other higher authority.
6. Maintain a friendly, helpful attitude throughout the inspection and pay attention to what people have to say. **Teach and train as you review.**
7. Acknowledge excellence and identify personnel who have made significant contributions to the functional area readiness in your report. This will be done through the Command Inspector General.
8. Immediately report any Non-Mission Capable grade or significant findings to the Command Inspector General.
9. Provide a detailed/descriptive statement of all discrepancies and findings. A clear and concise recommendation to correct the deficiency will also be provided.
10. **Do not argue** with unit personnel. If there is a disagreement over the grade assigned, bring this to the Command Inspector General.
11. Identify problems that are beyond the unit's ability to resolve which require higher headquarters assistance.
12. Do not discuss inspection results outside the Inspection Team.
13. Coordinate inspection travel arrangements and other schedules with the Command Inspector General. Do not make any travel or schedule changes without prior coordination with the Command Inspector General.
14. During out briefs, do not brief every discrepancy. Limit the brief to wave top items and give a short summary of the overall functional areas inspected.
15. During all CGIP inspections, the primary duty of all augment functional area inspectors will be under the direction of the Command Inspector General.

MCICOMO 5041.1

5041
CO

From: Commanding Officer/Staff Section Department Head (of
Inspected Unit)
To: Appropriate Commanding General (Attn: Command Inspector
General)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCICOMO 5041.1
(b) CG, XXXXXXXX Inspection Report of (date)

Encl: (1) Corrective Action Report

1. Per the references, enclosure (1) contains, findings, recommended corrective, and command response/action from the Commanding General's Inspection conducted on (list dates).
2. The point of contact is (list rank, name, DSN and commercial number).

I. M. INCHARGE

NOTE: The inspected command/section submitting the Corrective Action Report can also add paragraphs as deemed necessary for the report.

Enclosure (9)

CORRECTIVE ACTION REPORT
(SUBMIT AS ENCLOSURE WITH CORRECTIVE ACTION COVER LETTER)

FUNCTIONAL AREA: Career Planning	PARA: 2.a.1
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 008 – Does the examination of career planning contact records reveal the command was properly conducting required interviews?	
FINDINGS: The command Career Planner is not conducting all the required interviews as prescribed by MCO P1040.3J, PAR 6005.	
RECOMMENDATIONS: Set up a monthly tracking system to schedule Marine for required interviews. Have emailed a copy of database to help tracking system.	
CORRECTIVE ACTION TAKEN: EAS Rosters are pulled to identify requisite Marines and interviews are scheduled. Those names will be added to the Special Populations Report discussed each week.	

FUNCTIONAL AREA: Career Planning	PARA: 2.a.2
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 009 – Does the command have a satisfactory interview management system?	
FINDINGS: The CRS does not have interview management system.	
RECOMMENDATIONS: The inspector has emailed a copy of database to help set-up a command tracking system.	
CORRECTIVE ACTION TAKEN: IG Database will be used. Another database is under design that will track interviews and reconcile with the EAS roster to track data and worksheet on the IRE folders.	

FUNCTIONAL AREA: Career Planning	PARA: 2.a.2
CHECKLIST ITEM: Career Retention Spec Inspection Checklist	
FINDING STMT: 040 02 013 – Are the proper reenlistment codes assigned upon discharge?	
FINDINGS: Reenlistment codes are not properly assigned upon discharge.	
COMMENTS: The CRS and Commanding Officer need to establish procedures to properly document correct RE codes for Marines separating or retiring.	
RECOMMENDATIONS: The command should review the MCO P1040.31J Fig.6-2, TFRS AUTHORITY, and MCO P1900.16F	
CORRECTIVE ACTION TAKEN: RE codes will be assigned in the interview process and written on contact record in proper place. This will be routed appropriately and the CO will authorize the final reenlistment code.	